



# Employer Expectations

CAT HAWKES



Do you  
know what  
an  
employer is  
looking for  
from you?



When writing an application for employment or starting a new job it is good to fully understand what will be expected of you as an employee.



This information will take you through the requirements of the worker in order to succeed in your role.

# Demonstrating an interest in your role

- ▶ How many times have you been into a shop or café and the person serving you is more interested in looking at their phone or talking to their colleagues?

This behaviour is bad for the customer as they don't feel valued or respected and it is very bad for the company as people simply won't return.

- ▶ This is the same in any line of work. Showing an interest in your role improves the environment for everyone.
- ▶ It is important to choose a line of work that has some degree of interest to you. This will keep you happy in the workplace and support the company that you are working for.



## A willingness to learn

- ▶ Starting a new job knowing that you don't know everything and that in order to succeed you will need to learn new skills and learn the way that the company operates.
- ▶ When training opportunities arise in your role, take them. Go into training with an open mind and enthusiasm to learn.
- ▶ If when in a job you feel that you are missing a skill or training, then approach your manager and ask if you can be trained in this area. This will show your employer that you are interested in improving yourself and ultimately improving the service you can offer the company.

# Showing Intuitive and being self- motivated

Showing that you don't need to wait for further instruction once you have finished a job. Instead if you see something else that you are able to do, then using your intuitive to do that next job.



Being able to see opportunities to improve the business and putting your ideas forward.



Being motivated to achieve something for a sense of pride in your own work.

# Communication Skills

## ► **Listening**

1. Showing that you can listen to an instruction and understand what is expected of you.

## ► **Verbal**

1. Being able to ask for help if you don't understand what to do.
2. Confidently talking to colleagues to express ideas, report back on tasks and inform them of potential problems.

## ► **Written**

1. Following written instruction.
2. Ability to complete paperwork as required as part of your role.

# Other expectations from Employers

- ▶ **Punctuality**

Arriving at work on time and completing tasks in the given period.

- ▶ **Teamwork**

Working confidently within a group and understanding your role within the team.

- ▶ **Flexibility**

Being able to change priorities to fit in with new plans.

- ▶ **Commercial Awareness**

understand the company, what it does, who its customers/clients are and what affects the organisation

# Employer expectations

- ▶ **Planning & Organising**

Able to plan activities & carry them through effectively.

- ▶ **Neat and clean appearance**

Wearing suitable clothes for your job role and having good personal hygiene.

- ▶ **Knowing your strengths and weaknesses**

Understanding what you are good at and putting yourself forward if you think you can offer more to your role. But equally if you don't feel confident then let the manager know and ask for support and training to improve in this skill.

- ▶ **Following safety procedures**

**This is probably the most important requirement. Understanding the Health and safety rules for the business and following them.**



# Need more information?

If you would like more information on:

- ▶ Employer expectations
- ▶ Filling in application forms
- ▶ Work experience or Interview skills

Then please contact:

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